



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Airport Operations Specialist

Department: Transportation

Job Code Number:

Division & Bureau: Aero/Airports/Airways

Job Code Title:

Section & Unit: Yellowstone Airport

Pay Band: 5

Work Address:

Position Number: 66142

Phone: 406-444-2506

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FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By: Tim Conway, Jeff Kadlec

Work Phone:

Work Unit Mission Statement or Functional Description:

The Yellowstone Airport is a large, full service CFR Title 14 Part 139 certificated airport serving Yellowstone National Park, the town of West Yellowstone and surrounding areas. Primary airport users include an airline, large corporate aircraft, smaller general aviation aircraft and US Forest Service aircraft. The airport, owned and operated by MDT, Aeronautics Division, is home to an airline, two car rental agencies, a restaurant, and a Fixed Based Operator (FBO).

The Yellowstone Airport (WYS) is open approximately six months a year during the summer season with regular commercial airline service at the airport generally provided from June 1 through September 30. The airport is generally closed for the remaining six months due to heavy seasonal snowfall accumulations.

Describe the Job's Overall Purpose:

Position fulfills CFR Title 14 Part 139 Aircraft Rescue and Fire Fighting (ARFF) primary duties, responsibilities, and requirements. Conducts airside/landside airport operations and is responsible for developing, managing, and the administration of the CFR Title 14 Part 139 compliant training program to airport staff.

This position reports to and receives direction from the Airport Manager.

SECTION II - Major Duties or Responsibilities	% of Time
Airport Operations	85%
<p>Performs daily required CFR Title 14 Part 139 inspections of the airfield, observes any abnormalities in the operations of the airport, and takes appropriate corrective action. Corrective action includes issuing Notices to Airmen (NOTAMs) in compliance with all Federal and State regulations.</p>	
<p>Conducts periodic inspections associated with the Precision Approach Path Indicator (PAPI), Automated Weather Observation Station (AWOS), and Fueling Operations Safety and Compliance in accordance with regulatory requirements and takes corrective action to address deficiencies. Corrective action may include, repairing the systems, taking the systems offline and issuing Notices to Airmen (NOTAMs) in compliance with all Federal and State Regulations.</p>	
<p>Serves as the primary ARFF responder, primary Medical First Responder, and backup Emergency Management Coordinator. Performs weekly ARFF equipment and vehicle safety inspections. This includes testing the fire suppression systems on the ARFF apparatus and verifying Self-contained breathing apparatus (SCBA) levels and functionality to insure safe, reliable, operations for an aircraft emergency response on the airport. If anomalies are discovered during safety inspections corrective action will be taken to remove from service, coordinate an alternative replacement, and have the appropriate repairs completed.</p>	
<p>Serves as a Transportation Security Administration (TSA) Certified Airport Security Coordinator (ASC) for general airport security concerns and regularly monitors the integrity of the airport perimeter fence and ensures gates, doors, and other points of access to the airfield are properly secured.</p>	
<p>Assists the Airport Manager with updating, maintaining, and implementing the Transportation Security Regulation (TSR) 1542 required Airport Security Plan (ASP).</p>	
<p>Assesses and implements proper wildlife mitigation procedures to reduce the chances of wildlife conflicts within the airport environment. This will include active hazing, habitat removal, or depredation as required.</p>	
<p>Develops and implements the required airport training curriculum in accordance with Federal Aviation Regulations, Advisory Circulars, and other pertinent regulatory and non-regulatory information, for the Yellowstone Airport staff and all other personnel requiring training prior to being permitted access to the airfield. Providing the Airport Manager timely updates on training status and needs.</p>	
<p>Plans, coordinates, and facilitates airport training, activities, and operations with appropriate local and distant agencies (i.e. Hebgen Basin Fire District [HBFD], West Yellowstone Police Department [WYPD]).</p>	
<p>Works closely with airport engineers and contractors to coordinate airport construction projects and activities at an active airport safely.</p>	
Other Duties	15%
<p>Assists in the planning, organizing, and coordinating projects consistent with the division's goals and objectives, and based on Federal, State, and County requirements and regulations.</p>	
<p>Responsible for organizing and filing records, maps, charts, leases, training records, and other related materials.</p>	
<p>Ensures that records are accurately prepared and maintained for audits and inspections.</p>	

As directed by the Airport Manager.

The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

All responsibilities listed under Airport Operations

The following mental and physical demands are associated with these essential functions:

PHYSICAL

Duties and tasks involve a combination of sedentary work and some physical activity. Working conditions include inside work that may require long periods of sedentary activities, as well as outside work that may result in exposure to adverse weather conditions.

Ability to climb up to 110' beacon tower using ladder utilizing all appropriate climbing gear and safety apparatus. Position must be able to perform the physical demands associated with basic airport and facility maintenance. Position must meet or exceed the requirements set forth by the FAA to obtain and maintain a valid ARFF responder's certificate.

Need to be able to lift / move up to 40lbs unassisted.

MENTAL

Must be able to handle occasional considerable mental stress associated with intensive and challenging workloads, and multiple assignments with scheduled and unscheduled work with demanding deadlines. Position must be able to make occasional critical decisions without assistance with very important implications to flying safety and the general public. Position requires the ability to effectively communicate with peers and the public at large in a manner consistent with its public profile. This position requires an aptitude for high performance and intelligent, logical, deductive reasoning and organization especially relating to diagnostic problem solving and challenging assignments.

Does this position supervise others?

☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Become and maintain certification in Aircraft Rescue and Fire Fighting (ARFF), First Aid/AED and Cardiopulmonary Resuscitation (CPR). Knowledge of modern office practices, procedures, methods, and equipment. General principles of adult education and training methods including public speaking. The general principals of airport operations including knowledge of Aircraft Rescue and Fire Fighting (ARFF) Operations, emergency first responder procedures. Federal Aviation Regulations, Advisory Circulars, and other pertinent regulatory and non-regulatory information that pertains to Part 139 Certificated Airports. The organization, operations, policies, procedures, and functions of a State owned airport.

SKILLS: Work for long periods without supervision and to make complex decisions regarding safety and other important items based on knowledge, experience and published criteria without direction of supervisor.

Position requires extreme flexibility in order to adjust to and facilitate airport operational requirements, which may require working late evening, early morning, weekends, and holidays.

Communicate clearly, and concisely, both verbally and in writing. Learn quickly and follow established guidelines and procedures. Operate a variety of heavy and light power-driven equipment. Compile, organize, and file paperwork, documents, and records appropriately. Coordinate and monitor a number of intricate duties and tasks simultaneously. Deliver excellent customer service to airport tenants and the public at large in a way that the airport is respected and well received.

Complete projects accurately and professionally. Maintain awareness of surroundings so that unusual safety and security related items will be noticed and dealt with in an effectual manner. Use good judgment in handling confidential matters including Sensitive Security Information (SSI).

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Aviation, firefighting, enforcement or aviation mechanics or other related education.

Other education, training, certification, or licensing required: Must possess or obtain within 30 days of hire a valid MT Driver's license. Ability to pass an FBI background check and specialized ARFF training are conditions of employment. Obtain ICS-100, ICS-200, and ICS-700 (NIMS) within 6 months of hire.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience: Two years related experience including experience serving as an educator or trainer. Preference is given to applicants who have a Private Pilot Certificate.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include: May consider other equivalent combinations of education and experience. Consideration also may be given to other non-aviation/airport education and work experiences on a case by case basis.

SECTION IV – Other Important Job Information

☒ Valid MT driver's license

☒ FBI Background check

Training and certification for ARFF, security and medical requirements will be provided by the employer. Physical ability to pass ARFF training requires moderate physical fitness. Position must successfully pass training in order to fulfill requirements of the position. Position will require a satisfactory FBI security background check. Position will occasionally or routinely be required to work outside of normal business hours with short notice.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: Jeff Kadlec _____ Title: Airport Manager

Signature: _____ Date: _____

Bureau Chief:

Name: Tim Conway _____ Title: Bureau Chief _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Debbie Alke _____ Title: Administrator _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____